

CLASSIFICATION SPECIFICATION FOR: LEGAL ASSISTANT

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direct supervision of an attorney, performs work of moderate difficulty in the provision of a variety of paraprofessional legal services to the Office of the Town Attorney

DISTINGUISHING CHARACTERISTICS

This position utilizes knowledge, skills, and abilities acquired through completion of a paralegal study program or two years of relevant experience. This class performs moderate legal assignments. This class differs from the class of Law Clerk in that it does not require any law school education.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform legal research and writing in support of Town Attorney.
2. Draft complaints, answers to complaints, motions, declarations, interrogatories, admission, document requests, and other pleadings connected with trial preparation and discovery.
3. Coordinate and participate in the investigation, collection and compilation of a wide variety of information, materials, documents, reports and evidence.
4. Participate in the drafting of ordinances, resolutions, council reports, contracts and amendments thereto, deeds, leases, permits and other legal documents and instruments.
5. Draft correspondence, memoranda and reports in support of Town Attorney.
6. Provide case management assistance to the Town Attorney.
7. Respond to citizen complaints and inquiries.
8. Liaison with ABAG (Association of Bay Area Government).
9. Responsible for handling all claims for damages.
10. Prepares quarterly claims report for Town Manager
11. Prepares litigation status report for Town Council
12. Responds to subpoenas served on Town.
13. Backup to office secretary.

14. Maintain law library.

15. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Possession of a certificate of completion of paralegal studies from an accredited university.
- AS degree or equivalent.
- Two (2) years of legal assistant or related experience

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal research methods and writing.
- Government organization.
- Civil, criminal court, and Federal procedures.
- Principles and practices of supervision.
- Policies and procedures as they relate to the Office of the Town Attorney.
- Various departments within the Town of Los Gatos relating to obtaining information, materials and documents which may be maintained by each.
- General customer service techniques.
- Standard safety work practices.

Ability to:

- Analyze and interpret applicable Town Codes, laws ordinances and statutes.
- Communicate effectively, both orally and in writing, in English.
- Work cooperatively with a variety of people.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a valid State of California Class C driver's license may be required.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This is an at-will position.

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